

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
OCTOBER 13, 2015**

MINUTES

Call to Order

Chairperson Diane Gordon called the meeting to order at 7:16 pm. Attending were trustees Adam Delmolino, Frank Murphy, Kathy Fennelly, Joyce Radochia, Barbara Muldoon, and Heather Calvin. Also attending was Andrea Nicolay, library director, and Maura Deedy, assistant library director.

Trust Fund Investment Performance Review with Town Treasurer Stephen Gilligan and Boston Advisors

Stephen Gilligan introduced guest speakers James Gaul, Portfolio Manager for Town Trust Fund, who oversees asset allocation and Andrea Mackey, member of the Institutional Team, who both reviewed the portfolio performance.

JG reviewed the two goals of the portfolio: stay ahead of inflation and add value through active investment. JG reviewed the performance as compared to US markets, asset allocation in regards to risk and market fluctuations, and portfolio returns compared to a benchmark established at inception. JG also reviewed the current YTD of the fund, and what has helped and hurt. FM inquired about the reporting data. JG continued with a high level overview of markets and economic outlook, including the United States Federal Reserve, European Central Bank, and overall weak global growth across the world. FM inquired about management of portfolio. SG explained how the town manages funds on a daily to yearly basis to mitigate risk. JG continued to review the 10 year forecasts, global GDP and global interest rates. JR inquired about rates of return to spend without drawing on principle. SG advised to look at the long view, and how the amount spent compares to the recommended percentage of spending. Some years it may be under and then put into a reserve account. Board thanked Mr. Gaul and Ms. Mackey for their presentation and time.

Approval of Minutes

Trustees reviewed the minutes of the September meeting. Ms. Calvin moved approval of the minutes. Mr. Delmolino seconded the motion; the board approved unanimously.

Communications

One communication was received from Andrea Nicolay, Library Director, thanking the Board for the public reception held on September 24, 2015.

Community Time

No community members present.

Director's Report

AN reported that the issues with the roof continue. The issues were first reported in July when the roof was still under warranty. HC inquired about any damage to prints. One print was very wet, and was dried out. Damage was mitigated by handling the wet prints, and the Town's Facilities department provided a short term solution to prevent more damage to the prints. DF inquired about recent Adult Services departures. AD asked to address the AS issues with the FY17 Budget section. There have been two recent departures from the Adult Services department. A temporary full time librarian was recently hired to cover one temporary departure. DF expressed concern for future AS departures. FM inquired about its impact on the Libraries approved staffing level. AD inquired about the self checkout stations, and the condition they arrived in. They arrived damaged, and the Library is recouping money from shipping insurance. DF inquired about the long term use of the machines. AN clarified the damage occurred during shipping, and whether or not the software was impacted. AD asked for an update about the Fox Library Saturday proposal. FM inquired about the Social Media Strategy. MD reported the committee met, looked at the current state of social media at Robbins and Fox, looking at other libraries and developing a strategy for the future.

Preliminary Discussion of FY17 Budget

AN reviewed the Preliminary FY17 Budget asks which include increasing the part time Adult Services position to a full time position. KF inquired about the history position. Adult Services position was full time initially, then became part time. AN wants to restore it to a FT position. AN discussed strategy. DG asked AN to clarify the asks and costs, and to work with a subcommittee to finalize the ask. AD offered to be a part of that subcommittee. Board recommends to ask for the staffing immediately. KF expressed that staffing is the highest priority. All board members agreed.

PLUGGED IN Speaker Handout

Michele Meagher, the Plugged In coordinator, has scheduled an upcoming retirement program. Presenter asked that a letter or business card be made available offering additional services. KF suggested information to be left on a table in the back of the room. Attendees who are interested will take it. Trustees agreed to this solution.

Foundation Liaison Update

KF reported no recent meetings. All of the records are in Salesforce, however it is not user friendly. KF discussed the importance of ensuring the records are accurate and complete for the success of the Foundation.

Friends Liaison Updates

Friends of Robbins approved the purchase of bike racks to replace the one outside the library. The new racks are a more current design. Friends will be throwing their biennial Books in Bloom event with the Garden Club on Friday November 6.

Unanticipated Items

DG brought forward two items. The first was changing day of meeting to Thursdays. It was decided that the meetings will remain on Tuesdays. The second was changing the location of meeting to Children's Room. Board agreed to the December meeting in the Children's Room. AN said that this will

free up the room for outside groups. AN reported that Cynthia Hamilton's father made a gift of chairs for the fiction room during the 1992 restoration. Ms. Hamilton recently approached AN about having those chairs replaced. AN reviewed the request with the Board. The Board agreed that Ms. Hamilton's gift would be welcomed and that Library Administration would make decisions regarding the the selection of chairs.

Date of Next Meeting

The next meeting is Tuesday, November 10, 2015 in the Conference Room at the Robbins Library.

Adjournment

Frank Murphy moved adjournment. Adam Delmolino seconded the motion. Adjournment was approved unanimously.

Materials Distributed:

- Meeting agenda
- September meeting minutes
- September Director's Report
- August 2015 and September 2015 Circulation Statistics
- FY17 Budget Request - Preliminary
- PLUGGED iN Speaker Handout
- Boston Advisors Portfolio Review